



**Solicitation Information  
October 1, 2012**

**Addendum #1**

**LOI # 7458060**

**TITLE: CERTIFICATION & VERIFICATION OF COMPLIANCE WITH  
MEAL REQUIREMENTS FOR THE NATIONAL SCHOOL LUNCH PROGRAM**

**Submission Deadline: OCTOBER 10, 2012 AT 11:30 AM (EDT)**

**Additional Information:**

USDA Guidance Memo SF 40-2012- Child Nutrition Reauthorization 2010:  
Certification of Compliance with New Meal Patterns – Validation Review  
Checklists may be found at:

<http://www.fns.usda.gov/cnd/Governance/Legislation/certificationofcompliance.htm>

**Attached are vendor questions with State responses. No further questions will be answered.**

**Gail Walsh  
State of Rhode Island Division of Purchases**

**LOI#7458060 – Certification & Verification of Compliance with Meal Requirements for the National School Lunch Program**

**Vendor Questions:**

**Question 1: The RFP references that RIDE will provide materials submitted from each of the SFA's to the vendor within five days of receipt. Can you tell us if this is anticipated to occur daily, weekly, monthly?**

Answer: Materials will be forwarded to the vendor by RIDE on a weekly basis

**Question 2: Is there a recommended level of staffing based upon the funding provided. Do you anticipate one FTE to conduct the proposed work?**

Answer: This work may be conducted by multiple qualified people. RIDE believes that the work will require an average of between 35-40 hours per week.

**Question 3: Can you clarify the scope of the Kick-Off Meeting? Is it intended for all SFA's or a sampling?**

Answer: The kick-off meeting will be here at RIDE and is between the selected vendor and the RIDE Child Nutrition Program staff. The kick-off meeting is not geared to SFA's.

**Question 4: Page 13 of the RFP appears to contain an error, as there are two columns for SFY2013 in the table at the bottom. Please clarify.**

Answer: The corrected grid is below.

### **Cost Proposal/Terms of Payment**

The vendor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. Cost proposals must fall within the range below for each period as follows:

<b>Project</b>	<b>SFY 2013</b>	<b>SFY2014</b>	<b>SFY 2015</b>	<b>Total</b>
Child Nutrition Meal Pattern Technical Assistance Funds	\$70,200	\$84,825	\$20,475	\$175,500
<b>TOTAL</b>	\$70,200	\$84,825	\$20,475	\$175,500

The total cost of the contract is not to exceed **\$175,500**. State fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Question 5: A number of Rhode Island school districts currently outsource their school lunch operations to contract food service management companies. Given the potential for conflict of interest since they would possibly be in the position of certifying and verifying their own programs, will those firms be considered eligible to submit a bid for this project?**

Answer: As the food service management companies potentially would be in the position of reviewing their own requests for certification and conducting validation on their own programs, this would be considered a conflict of interest.

**Question 6: As long as we adhere to the cost requirements outlined in the LOI, would the agency be willing to consider items outside the requested scope that we would consider supportive enhancements to the agency's overall intent in this solicitation?**

Answer: RIDE's intent is to successfully implement the tasks and deliverables within this LOI. Bidders may propose supplemental items if they are related to the goals and objectives of this LOI.

**Question 7: Can you provide a sample past report (or blank forms) for previous RIDE CRE and SMI monitoring?**

Answer: Here is a link to the current processes and forms.

<http://www.fns.usda.gov/cnd/guidance/default.htm>

Note that USDA is currently revising the entire CRE/SMI processes into one cohesive process. The current format will no longer be used.

RIDE has automated sections of this current process and will be updating its MIS to reflect the new changes which will take effect in FFY 2015.